

CSBG IS Quick Reference Sheet for Completing the Forms

(For full instructions please reference the corresponding pages in the CSBG IS Instructions Manual)

Section D: Narratives on Accomplishments and Coordination of Funds (Pages 5, 6, 41-43)

- ✚ Do not use acronyms
- ✚ Ensure that you answer each question fully
- ✚ Keep responses to one page
- ✚ Edit, edit, edit! These stories are published!
- ✚ Always protect the clients identity
- ✚ Choose stories that are meaningful

Section E: Agency CSBG Expenditures by Service Category (Pages 7-23)

- ✚ Ensure that your agency is reporting *all* CSBG expenditures by the CSBG Service Categories:
 - Employment
 - Education
 - Income Management
 - Housing
 - Emergency Services
 - Nutrition
 - Linkages
 - Self-Sufficiency
 - Health
 - Other
- ✚ Report the amount of eligible entity CSBG funds spent on Administrative Purposes (see IM 37).
 - This should be a low percentage; we try to keep this below 20% nationally.
- ✚ Ensure that your agency is reporting on the total amount of CSBG funds spent on Youth Programs defined as those that serve individuals aged 12-18.
- ✚ Ensure that your agency is reporting on the total amount of CSBG funds spent on Senior Programs defined as those that serve individuals ages 55 and up.

Section F: Other Resources Administered and Generated by the CSBG Network (Pages 24-29, 44-46)

- ✚ Ensure that your agency is reporting on the TOTAL agency resources for all Federal, State, Local and Private funds expended during the reporting period.
- ✚ Ensure that your agency is reporting on the total amount of CSBG funds allocated during the reporting period (October – September).
- ✚ Ensure that your agency is reporting on the NUMBER of volunteer hours donated to the agency.
- ✚ For “Other Categories” please refer to Appendix B.

Section G: Program Participant Characteristics (Pages 30-36)

- ✚ Ensure that you are reporting on the total unduplicated count of Program Participant Demographics for the entire agency, not just the programs funded in whole or part by CSBG.
- ✚ These demographics are only collected for programs where you can collect an unduplicated count. Please report the service counts for Emergency Services, such as food boxes or bus tokens under NPI 6.1.
- ✚ Please note that the Education level is only for Adults 24 years old and older.
- ✚ The Race categories have been changed this year to match census categories.
- ✚ The Source of Family Income Section has been changed to clarify the unduplicated # of families reporting 1 or more sources of income and unduplicated # of families reporting No Income.